

**INVITATION TO BID
FOR
REGULATORY INVESTIGATOR**

- 1. Purpose.** The Alabama Board of Massage Therapy (the "Board") solicits bids from firms interested in providing investigative services into alleged massage therapy professional misconduct (see "Scope of Services") to the "Board". The procurement of the services that are the subject of this Invitation to Bid is not subject to the competitive bidding requirements of § 41-16-20, Code of Alabama (1975). This Invitation to Bid is issued in accordance with the requirements of Alabama Act No. 2001-956, Section 4(4). This Invitation to Bid is not an offer to contract but seeks the submission of bids from interested professional service providers that may form the basis for negotiation of a purchase order for professional services. *The "Board" reserves the right to reject any or all bids and to solicit additional bids if that is determined to be in the best interest of the State of Alabama.*
- 2. Scope of Services.** The provider shall conduct investigative work involving alleged violations of the Alabama Massage Therapy Act, gather information, list potential witnesses, take witness statements, collect physical evidence in regards to the allegations, and provide testimony in disciplinary hearings. Provider will file a final report with the Executive Director upon completion of each assignment. The Provider will conduct at minimum of four (4) Massage Therapy Establishment Inspections per month in addition to the duties outlined above. Provider will attend training as required by the Board and conduct any other investigative services directed by the Board or the Executive Director.
- 3. Qualifications.** Must have Peace Officer training and experience in interview and interrogation techniques. Possess exceptional written, verbal and presentation skills, surveillance and counter-surveillance skills. Shall be able to travel throughout Alabama with short notice to conduct investigations as needed. Shall have a good working knowledge of regulatory and administrative law.
- 4. Experience.** Must have a minimum of five- (5) years investigation experience and a minimum of one-year experience investigating alleged massage professional misconduct.
- 5. Fees.** Bids must disclose and include any and all fees, costs or expenses to be charged for the services described in the **Scope of Services**, Section 2. Failure to provide a complete listing of all fees, costs and expenses to be

charged with result in the disqualification of the professional service provider submitting the bid.

6. **Selection of Professional Service Provider.** Upon review and evaluation of all bids, the Board may select the professional service provider determined to best meet the experience requirements (Item 4) and specific qualifications (Item 3). Upon selection of preferred professional service provider, the Executive Director of the Board may initiate negotiations for purchase order terms and conditions, including fees. *All bids received in response to this Invitation to Bid may be rejected and the Board may solicit additional bids.*
7. **Qualification to do Business in Alabama.** Should a foreign corporation be selected to provide professional services in accordance with this Invitation to Bid, it must be qualified to transact business in the State of Alabama in accordance with §10-2B-15.01, et seq., Code of Alabama (1975), and possess a Certificate of Authority issued by the Secretary of State at the time a professional services purchase order is executive.